

BY ORDER OF THE  
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2618  
1 APRIL 1999



*Personnel*

★THE ENLISTED FORCE STRUCTURE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction defines the enlisted force structure, specifies responsibilities of each enlisted rank within the structure, and establishes a title for each rank and terms of address for Air Force enlisted personnel. It implements AFI 36-29, *Military Standards*. This instruction establishes mandatory NCO responsibilities. Failure to execute mandatory provisions of this instruction in paragraphs **3.1.3.** and **4.1.**, by military personnel, is a violation of Article 92, Uniform Code of Military Justice (UCMJ). It applies to all enlisted members of the Air Force, Air National Guard (ANG), and Air Force Reserve Command (AFRC) personnel.

The Privacy Act of 1974 affects this instruction. Title 10, United States Code (U.S.C.), Sections 8013 and 901 give authority to collect and maintain data for this instruction. Process supplements to this instruction as shown in Air Force Instruction (AFI) 33-360, Volume 1, Table 3.2, *The Air Force Publications and Forms Management Programs—Developing and Processing Publications*. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. Refer to **Attachment 1** for a glossary of references and supporting information.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed. This revision deletes the obsolete references to grade and responsibilities of sergeant (paragraphs **2.3.** and **5.2.1.3.**). Additionally, it updates references (AFR to AFI and associated title changes) and acronym (AFRES to AFRC) to reflect current terminology.

## Chapter 1

### INTRODUCTION

#### 1.1. Philosophy of the Enlisted Force Structure.

1.1.1. Provide a stable career structure for enlisted personnel to meet changing Air Force mission requirements for individuals with particular skills and levels of experience.

1.1.2. Provide personnel an opportunity for individual professional military career growth.

1.1.3. Carefully manage formal training, military education and promotions to match enlisted force structure capabilities with future Air Force requirements.

1.1.4. Reflect core values of the Air Force (Integrity first, Service before self, and Excellence in all we do) which are essential to the profession of arms. Core values are the basis for our policies, guidance, and overall focus. Values build personal dedication and commitment to the Air Force, its mission, and to all Air Force members.

**NOTE:** Inherent within the structure is a responsibility for NCOs and Senior NCOs to serve as mentors for those junior members who will follow them.

#### 1.2. Purpose of the Enlisted Force Structure. To define:

1.2.1. Specific responsibilities for each enlisted rank.

1.2.2. Relationships between enlisted ranks and how each rank fits into the organization.

1.2.3. Career progression through the enlisted ranks.

#### 1.3. Three-Tier Enlisted Force Structure.

1.3.1. The enlisted force is comprised of distinct and separate ranks. Each is correlated to increasing levels of training, education, technical competence, experience, leadership, and managerial responsibilities. In 1977 the enlisted force structure was reorganized into the three tiers shown in Figure 1.1. As we progress from Airman Basic to Senior

Airman, we acquire the discipline, skills, and professional military education necessary to become eligible for noncommissioned officer (NCO) status. NCOs serve in the top two tiers as follows:

**Figure 1.1. The Enlisted Force Structure.**

<b>Senior Noncommissioned Officer Tier</b>	Chief Master Sergeant	SUPERINTENDENT		MANAGER
	Senior Master Sergeant	SUPERINTENDENT		MANAGER
	Master Sergeant	CRAFTSMAN	SUPERVISOR	MANAGER
<b>Noncommissioned Officer Tier</b>	Technical Sergeant	CRAFTSMAN		SUPERVISOR
	Staff Sergeant	CRAFTSMAN		SUPERVISOR
<b>Airman Tier  Entry</b>	Senior Airman	JOURNEYMAN		SUPERVISOR
	Airman First Class	APPRENTICE		WORKER
	Airman	APPRENTICE		WORKER
	Airman Basic	APPRENTICE		

## Chapter 2

### THE NONCOMMISSIONED OFFICER

**2.1. The Senior NCO Tier.** The top three ranks of the enlisted force structure are Master Sergeant, Senior Master Sergeant, and Chief Master Sergeant. This tier is where personnel transition from craftsman/supervisor to leadership and managerial positions.

**2.2. The NCO Tier.** This tier is where Staff Sergeants and Technical Sergeants transition from workers and journeymen to craftsman/supervisor positions as they develop military leadership skills and attend professional military education.

## Chapter 3

### NCO RANK AND AUTHORITY

**3.1. Rank and Authority.** As members of the profession of arms, all enlisted members are sworn to support and defend the Constitution of the United States and to obey the orders of all officers appointed over them. Within enlisted ranks, NCOs take rank and precedence over all airmen and other NCOs according to rank. Within the same rank - Date of Rank (DOR), Total Active Federal Military Service Date (TAFMSD), Total Military Service Date (TMSD), and Date of Birth (DOB) determine seniority. Responsibility and accountability increase commensurate with rank. Within each rank, responsibility for leading rests on the individual who is senior in rank. This policy stems from time-honored military customs and traditions.

3.1.1. NCOs are delegated the authority necessary to exercise leadership commensurate with their rank and assigned responsibility. They are given privileges commensurate with their rank and are not assigned duties that will compromise their position.

3.1.2. NCOs carry out the orders of those appointed over them by virtue of the authority vested in their rank. This is done by effectively employing personnel, material, equipment, and other resources under their control. They represent the Air Force NCO Corps to all with whom they come in contact. Personal integrity, loyalty, leadership, dedication, and devotion to duty must remain above reproach. As an Air Force leader, manager, and supervisor, the NCO must uphold Air Force policies, traditions, and standards. The NCO should, by word and example, epitomize the Air Force as a profession and a way of life for the military and civilian communities.

3.1.3. NCOs give orders in the exercise of their duties. A willful failure to obey these orders is a violation of the Uniform Code of Military Justice (UCMJ), Article 91. Also, other failures to obey the orders of a NCO may be offenses under the UCMJ, Article 92. NCOs have apprehension authority as permitted under UCMJ, Article 7 (duty status determines ANG and AFRC authority).

## Chapter 4

### GENERAL NCO RESPONSIBILITIES

#### 4.1. Mandatory Requirements. NCOs Must:

4.1.1. Consider the professional development of their subordinates as a primary responsibility. Providing career counseling to subordinates on benefits, entitlements, and opportunities available in an Air Force career. Counseling occurs in conjunction with performance feedback counseling or when an individual comes up for quality review under the selective reenlistment program. Review with each individual the Air Force Benefits Fact Sheet, and provide each individual a copy at the end of the counseling session.

4.1.2. Attain and maintain a skill level commensurate with their rank, and maintain a high degree of proficiency in their awarded specialty as outlined in their Career Field Education and Training Plan (CFETP). (AFI 36-2201, *Developing, Managing, and Conducting Training*; AFP 36-22, *Military Training*).

4.1.3. Secure and promote professional military education (PME) for themselves and subordinates to develop and cultivate leadership skills and professional development. (AFI 36-2301, *Professional Military Education*)

4.1.4. Develop and maintain a thorough understanding of supervisory techniques (AFI 36-2627, *Airman and NCO Performance Feedback System*, AFI 36-2403, *The Enlisted Evaluation System*). Apply these supervisory techniques to support mission objectives.

4.1.5. Possess a thorough understanding of Air Force standards, customs, and courtesies while maintaining exemplary standards of behavior, including personal conduct, loyalty, and personal appearance (AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*), both on and off duty. Exercising leadership by example, NCOs must be alert to correct personnel who violate military standards. (AFPD 36-29, *Military Standards*)

4.1.6. Ensure proper custody, care, and safekeeping of property or funds entrusted into their possession or supervision.

4.1.7. Accept and execute all duties, instructions, responsibilities, and orders in a timely manner.

4.1.8. Plan, develop, conduct, and supervise individual and group training in technical and military subjects. (AFI 36-2201, *Developing, Managing, and Conducting Training*; AFP 36-22, *Military Training*).

4.1.9. Understand and actively support the Air Force human resources development programs, such as Equal Opportunity and Treatment and Human Relations Education as outlined in AFI 36-2706, *Military Equal Opportunity and Treatment Program*. Counsel subordinates on Air Force policies relating to substance abuse. (AFI 44-120, *Drug Abuse Testing Program*; AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*).

4.1.10. Actively participate in Air Force health and safety programs by:

4.1.10.1. Counseling members concerning any on- and off-duty conduct detrimental to an individual or co-workers health and safety. NCOs instruct subordinates in the safe practices observed in daily operations and enforce these standards.

4.1.10.2. Eliminating any potential hazard while promoting and employing on- and off-duty mishap prevention techniques (AFI 91-202, *The US Air Force Mishap Prevention Program*) to eliminate and reduce the number and frequency of mishaps.

4.1.11. Educate personnel on their CFETP (AFI 36-2201, *Developing, Managing, and Conducting Training*; AFP 36-22, *Military Training*) and relate their progress to their career-path education and training. All personnel should understand how their CFETP reflects career field life-cycle education and training requirements.



4.1.12. Actively support the Air Force's policy of "zero tolerance" for discrimination and sexual harassment. NCOs must create an environment free of any behaviors that hinder performance and which allows all members to achieve their full potential and maximize their contribution.

4.1.13. Resolve personal problems by direct assistance or referral to appropriate agencies.

4.1.13.1. Supervisors are vital to Air Force suicide prevention. They must remain aware of any change in behavior or performance that might signal a problem.

4.1.14. Observe, counsel, and correct individuals regarding on- and off-duty performance, professional relationships, and personal appearance.

4.1.15. Correct marginal or substandard behavior or duty performance.

4.1.16. Appropriately recognize and reward those individuals whose military conduct, bearing, and performance clearly exceed established standards.

4.1.17. Implement approved policies, directives, and programs. Provide guidance and direction for subordinates to accomplish their assigned responsibilities.

**4.2. Knowledge of References.** NCOs must be familiar with:

4.2.1. The *UCMJ, Manual for Courts-Martial*, DoD 5500.7, *Joint Ethics Regulation*, and AFPD 36-29, *Military Standards*.

4.2.2. The mission and history of the Air Force and unit of assignment. (AFDD 1, *Air Force Basic doctrine*)

4.2.3. Drill and ceremony procedures. (AFM 36-2203, *Drill and Ceremonies*)

4.2.4. Air Force protocol and customs and courtesies practices and procedures.

4.2.5. Air Force promotion programs. (AFI 36-2502, *Airman Promotion Program*)

4.2.6. The Enlisted Assignment System, EQUAL, EQUAL Plus, and the assignment selection process. (AFI 36-2110, *Assignments*)

4.2.7. Air Force Awards and Decorations Program. (AFI 26-2803, *The Air Force Awards and Decorations Program*)

4.2.8. Responsibilities for maintaining professional relationships between Air Force members. (AFI 36-2909, *Professional and Unprofessional Relationships*)

4.2.9. Air Force Pamphlet 36-2241, Vol I and II, Promotion fitness Examination — Study Guide.

4.2.10. ANG and AFRC members must be familiar with applicable governing Instructions.

**4.3. Involvement and Assistance.** NCOs must take an active role in the development (mentoring) and assistance of their subordinates. This requirement includes:

4.3.1. Assisting the member in adjusting to the military environment and their unit of assignment. NCOs should frequent dining facilities, chapel centers, recreation facilities, dormitories, and enlisted clubs to possess a better understanding of opportunities and problems confronting their personnel.

4.3.2. Observing, counseling, and correcting individuals regarding on- and off-duty performance, professional relationships, and personal appearance. (AFI 36-2909, *Professional and Unprofessional Relationships*, AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*).

4.3.3. Correct marginal or substandard behavior or duty performance.

4.3.4. Appropriately recognize and reward those individuals whose military conduct, bearing, and performance clearly exceed established standards. Participate in quarterly and annual awards programs. (AFI 26-2803, *Air Force Awards and Decorations Program*)

4.3.5. Actively participate and encourage others to participate in programs offered through education services, with special emphasis on career development courses and the Community College of the Air Force (CCAF) programs.

4.3.6. Exercise their right and responsibility to vote in the United States election processes. Ensure subordinates are aware of and afforded the opportunity to register and vote in elections. (AFI 36-3107, *Voting Assistance Program*)

4.3.7. Support and participate in installation and unit activities. Membership in the enlisted clubs, professional, and unit organizations is strongly encouraged. Join and support local and national professional enlisted organizations.

4.3.8. Implement approved policies, directives, and programs. Provide guidance and direction for subordinates to accomplish their assigned responsibilities.

4.3.9. Participate in, support, and promote an overall understanding among personnel regarding the Air Force Weight and Fitness programs (AFI 40-501, *The Air Force Fitness Program*, AFI 40-502, *The Weight Management Program*, AFD 40-5, *Fitness and Weight Management*).

4.3.10. Stay informed on issues and current events concerning the military in general and the Air Force, particularly issues being brought before Congress which impact the Air Force.

**4.4.** Assist subordinates to resolve personal problems by direct assistance or referral to appropriate agencies.

**4.5.** Taken in their entirety, the responsibilities described in this chapter begin to provide a framework for understanding and defining the ‘whole person concept.’ A word of caution is appropriate; the whole person concept does not lend itself to a checklist approach to completion. Instead it is a conceptual framework or scaffolding upon which we build personal behaviors and traits which embody the profession of arms in which we serve.

## Chapter 5

### SPECIFIC NCO RESPONSIBILITIES

#### 5.1. Senior NCOs (SNCOs).

##### 5.1.1. Senior NCO Tier:

5.1.1.1. Chief Master Sergeant of the Air Force (CMSAF). Advises the Chief of Staff and the Secretary of the Air Force on all enlisted matters. The CMSAF is the senior enlisted member of the Air Force and takes precedence over all enlisted members while serving in the position (AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*). The official term of address is Chief Master Sergeant of the Air Force or Chief.

5.1.1.2. Chief Master Sergeant (CMSgt). The rank of CMSgt is the highest enlisted rank in the U.S. Air Force, with the exception of the Chief Master Sergeant of the Air Force (CMSAF). CMSgts are superintendents and managers and provide senior enlisted leadership. CMSgts are assigned Chief Enlisted Manager (CEM) codes upon selection to CMSgt and may fill any leadership/managerial level position and perform all duties not prohibited by law or directive. CMSgts are advisors and enlisted force managers. The official term of address is Chief Master Sergeant or Chief.

5.1.1.3. Senior Master Sergeant (SMSgt). SMSgts perform as superintendents or managers. Broad leadership and management skills are essential to exercise the responsibilities of higher leadership positions in which SMSgts serve. The 9-skill level Superintendent is awarded when SMSgts sew-on E-8 and have graduated from the in-resident USAF Senior NCO Academy (SNCOA) or equivalent sister service school. SMSgts should continue their professional development to become viable candidates for unique assignment opportunities and future promotion selection consideration to CMSgt. The official term of address is Senior Master Sergeant or Sergeant.

5.1.1.4. Master Sergeant (MSgt). MSgts function primarily in craftsman/supervisory positions as they prepare themselves for more advanced leadership and management positions. MSgts hold a 7-skill. This rank carries significantly increased responsibilities and requires a broad technical and managerial perspective. MSgt selects should enroll and complete the SNCOA course. The official term of address is Master Sergeant or Sergeant.

5.1.2. Professional Military Education (PME). SNCOs must seek every opportunity for continued professional development (by in-resident and/or correspondence). SNCOs will enhance their leadership and management skills through attendance at the SNCOA (or other service equivalent school) and must graduate before assuming the rank of CMSgt. Due to unique career/promotion policies, Air Reserve Component (ARC) MSgts and SMSgts may attend the SNCOA and may satisfy their promotion requirements through the in-resident or correspondence course. Active duty SNCOs who decline to attend the SNCOA are ineligible for promotion, denied reenlistment, and must retire, if eligible, or separate on their DOS. They are still eligible for reassignment if there is sufficient retainability to the DOS. (AFI 36-2301, *Professional Military Education*)

5.1.3. Formal Civilian Education. SNCOs should seek a well-rounded formal civilian education as an integral part of preparing for increased responsibilities. Educational programs are valuable and enhance SNCO's capabilities and value to the Air Force. SNCOs should complete those degree programs offered through the CCAF or other voluntary military-sponsored educational programs. SNCOs must understand and properly counsel individuals on their responsibilities for upgrade training while pursuing off-duty education.

5.1.4. Assignment and Utilization.

5.1.4.1. SNCOs are assigned and utilized at every level within an organization.

5.1.4.2. SNCOs are assigned duties commensurate with their skill level and rank. Their primary leadership duties are superintendent, supervisor, or manager (depending on the unit and their rank) of a flight, function, or activity. They should be used as chief or NCOIC of a flight, section, or branch, as superintendent of a division or unit, first sergeant, or, in special circumstances, as a detachment chief or commandant. Every consideration should be given to avoid over-supervision created by establishing unnecessary supervisory managerial levels. Proper use of SNCOs is necessary to allow them to exercise leadership and manage resources under their control.

5.1.4.3. SNCOs are responsible for leadership and developing personnel under their supervision into a cohesive team. Their teams must be capable of meeting any challenge and effectively accomplishing mission requirements. Using the appropriate Career Field Education and Training plan, they must ensure their personnel are technically qualified. Additionally, they should ensure their personnel are scheduled to attend appropriate PME courses to acquire leadership and management skills. They must demonstrate sincerity and genuine concern in assisting subordinates to participate in self-improvement efforts. They must ensure that technical skills and professional development acquired by their subordinates are fully utilized.

5.1.4.4. SNCOs must be alert to detect adverse morale trends and provide feedback to commanders, immediate supervisors, officers, and staff chiefs. They must devote total effort in resolving the causes of any problem before it becomes a major issue.

5.1.4.5. SNCOs must establish and maintain rapport and communication with subordinates to remain attuned to their needs. By personal example and leadership, they encourage and motivate both on- and off-duty involvement in unit, base, and community activities. It is imperative that SNCOs continue their personal/professional development (whole person concept) to serve as an example for their subordinates to follow.

5.1.4.6. SNCOs must ensure enlisted members are treated fairly by all on-and off-duty agencies and activities. The SNCO must also ensure appropriate agencies are informed whenever such principles are violated and uncorrected deficiencies are reported to appropriate officials.

5.1.4.7. The SNCO must take the lead in achieving, maintaining, and enforcing Air Force standards, as well as good order and discipline. (AFPD 36-29, *Military Standards*)

## 5.2. NCOs.

### 5.2.1. NCO Tier:

5.2.1.1. Technical Sergeant (TSgt). TSgts are qualified to perform highly complex technical duties in addition to providing responsible supervision. They are responsible for the development of all enlisted personnel under their supervision. They must obtain maximum performance from each subordinate and ensure the product or service is of the quality necessary for total mission effectiveness. TSgts will continuously strive to broaden and perfect their professional expertise and supervisory techniques. The official term of address is Technical Sergeant or Sergeant.

5.2.1.2. Staff Sergeant (SSgt). SSgts are primarily craftsmen with certain NCO supervisory responsibilities.

Completion of their 7-skill level through upgrade training is mandatory before promotion to TSgt. SSgt supervisory duties differ from those of Technical Sergeant only in scope and span of control. SSgts strive for greater supervisory competence as they function in their technical capacity. They are responsible for their subordinates and the effective accomplishment of assigned tasks. They ensure proper and effective use of personnel and materiel. They must continuously strive to further their development as technicians and supervisors. The official term of address is Staff Sergeant or Sergeant.

5.2.2. PME. Technical Sergeants and Technical Sergeant selectees must graduate from an in-resident NCO Academy prior to assuming the rank

of Master Sergeant. ARC SSgts and TSgts may attend in-resident NCOA or complete NCOA correspondence course to satisfy their promotion requirements. Active duty NCOs who decline to attend the NCOA are ineligible for promotion, denied reenlistment, and must separate or retire, if eligible, on their DOS. They are still eligible for reassignment if they have sufficient retainability. (AFCAT 36-2223, *USAF Formal Schools Catalog*, AFI 36-2301, *Professional Military Education*, AFI 36-2606, *Reenlistment in the USAF*)

5.2.3. Formal Civilian Education. To effectively perform as a craftsman-supervisor, and provide leadership, a well rounded education is important. Personnel striving to attain the SNCO ranks should participate in both on- and off-duty education to the maximum extent possible. They should take full advantage of educational services offered through CCAF and military sponsored educational programs. NCOs must understand and properly counsel individuals on their responsibilities for upgrade training while pursuing off-duty education.

5.2.4. Assignment and Utilization. NCOs must be assigned to positions that permit use of both their supervisory and technical skills. They must, both on and off duty, demonstrate the exemplary attributes expected of dedicated professional NCOs and are charged to:

5.2.4.1. Ensure personnel and resources under their control are effectively used.

5.2.4.2. Remain alert to/and detecting adverse morale trends and initiating corrective action within their control and providing appropriate feedback to those appointed over them.

5.2.4.3. Maintain highest level of communication and rapport with subordinates, and remaining attuned to their needs.

5.2.4.4. Encourage and motivate on- and off-duty involvement in unit and installation activities by leading the way.

5.2.4.5. Ensure people are treated fairly by all on- and off-duty agencies and activities, and initiate corrective action in any instance that violates this principle.



5.2.4.6. Understand Air Force enlisted promotion programs. (AFI 36-2502, *Airman Promotion Program*)

5.2.4.7. Lead the way in encouraging, participating, and promoting physical fitness programs. (AFI 40-502, *The Weight Management Program*; AAFP 40-5, *Fitness and Weight Management*).

5.2.5. Embodiment of the charges and principles contained in paragraph 5.2.4., will establish a firm foundation on which to further personal development of the whole person concept.

## Chapter 6

### THE AIRMAN

**6.1. The Airman Tier.** This tier consists of Airman Basic, Airman, Airman First Class, and Senior Airman. It is the first tier of the three-tier enlisted structure.

**6.2. Specific Responsibilities of the Airman Tier.**

**6.2.1. Ranks.**

6.2.1.1. Senior Airman (SrA). Those personnel serving as SrA are in a transition period from Journeyman/Worker to NCO. Development of supervisory and leadership skills through PME and individual study is essential. All SrA conduct themselves in a manner commensurate with established standards, thereby asserting a positive influence on other airmen. The SrA must, at all times, present the image of competence, integrity, and pride. The official term of address is Senior Airman or Airman.

6.2.1.2. Airman First Class (A1C). A1C comply with Air Force standards and are role models for subordinates. They are expected to devote their efforts to mastering the skills required in their new career fields. The official term of address is Airman First Class or Airman.

6.2.1.3. Airman (Amn). The Amn, while still primarily an apprentice, is expected to understand and conform to military standards. The official term of address is Airman.

6.2.1.4. Airman Basic (AB). The AB is an apprentice who is acquiring and demonstrating knowledge of military customs, courtesies, traditions, and Air Force standards while learning both military and technical skills. The official term of address is Airman Basic or Airman.

6.2.2. PME. SrA with at least 48 months TAFMS will be scheduled to attend the Airman Leadership School (ALS). All active duty airmen must complete the in resident ALS prior to assuming the rank of SSgt (members of the ARC unable to attend an in-resident program must complete the correspondence course).

6.2.3. Formal Civilian Education. All airmen should take advantage of both on- and off-duty educational opportunities, however, military courses of instruction, including skill level upgrade, take priority. Those seeking civilian education opportunities should make obtaining a CCAF degree first priority. Attendance in on- and off-duty education programs should be handled on a case-by-case basis by the supervisor. The airman's immediate supervisor should carefully consider the impact on career progression before recommending approval.

6.2.4. Assignment and Utilization. AB, Amn, and A1C are primarily in a training status. The SrA is primarily a journeyman and can be utilized in a supervisory position upon successful completion of the ALS. Airmen placed in charge of any work activity or in charge of other airmen have the authority to issue any lawful order appropriate for the completion of their responsibilities. Failure to obey orders by those to whom their authority extends violate UCMJ, Article 92 (duty status determines ARC authority).

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Chief of Staff

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

DoD Directive 5500.7, *Joint Ethics Regulation*

AFPD 36-22, *Military Training*

AFPD 36-29, *Military Standards*

AFPD 40-5, *Fitness and Weight Management*

AFI 36-2109, *Chief Master Sergeant of the Air Force and Command Chief Master Sergeant Programs*

AFI 36-2110, *Assignments*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFM 36-2203, *Drill and Ceremonies*

AFI 36-2301, *Professional Military Education*

AFI 36-2403, *The Enlisted Evaluation System*

AFI 36-2502, *Airman Promotion Program*

AFI 36-2706, *Military Equal Opportunity and Treatment Program*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 40-501, *The Air Force Fitness Program*

AFI 40-502, *The Weight Management Program*

AFI 44-120, *Drug Abuse Testing Program*

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*

AFI 91-202, *The US Air Force Mishap Prevention Program*

***Abbreviations and Acronyms***

AFI - Air Force instructions

AFM - Air Force manual

AFP - Air Force pamphlet

AFPD - Air Force Policy Directive

AFR - Air Force regulation

AFRC - Air Force Reserve Command

ALS - Airman Leadership School

AMCSP - Air Mobility Command Supplement

ANG - Air National Guard

ARC - Air Reserve Component

CCAF - Community College of the Air Force

CEM - Chief Enlisted Manager

CFETP - Career Field Education and Training Plan

DOB - Date of Birth

DOR - Date of Rank

NCO - Noncommissioned Officer

NCOA - Noncommissioned Officer Academy

PME - Professional Military Education

SNCO - Senior Noncommissioned Officer

SNCOA - Senior Noncommissioned Officer Academy

TAFMS - Total Active Federal Military Service

TMSD - Total Military Service Date

UCMJ - Uniform Code of Military Justice

## Attachment 2

**RANKS, ABBREVIATIONS, AND TERMS OF ADDRESS**

<b>Rank</b>	<b>Abbreviations</b>	<b>Pay Grade</b>	<b>Terms of Address</b>
<b>SNCO Tier</b>			
Chief Master Sergeant of the Air Force	CMSAF	(Special Rate)	Chief Master Sergeant of the Air Force or Chief
Chief Master Sergeant	CMSgt	E-9	Chief Master Sergeant or Chief
Senior Master Sergeant	SMSgt	E-8	Senior Master Sergeant or Sergeant
Master Sergeant	MSgt	E-7	Master Sergeant or Sergeant
<b>NCO Tier</b>			
Technical Sergeant	TSgt	E-6	Technical Sergeant or Sergeant
Staff Sergeant	SSgt	E-5	Staff Sergeant or Sergeant
<b>Airman Tier</b>			
Senior Airman	SrA	E-4	Senior Airman or Airman
Airman First Class	A1C	E-3	Airman First Class or Airman
Airman	Amn	E-2	Airman
Airman Basic	AB	E-1	Airman Basic or Airman